

See Sample in Forms Section

Applicant Evaluation Form

Applicant Name: _____ Position: _____

Interviewer: _____ Date: _____

Rating Scale

1= Unsatisfactory 2= Below Average 3= Average 4= Above Average 5= Excellent

Required Education – Does the applicant have the required education or training for the position?

1 2 3 4 5

Comments:

Related Experience – Has the applicant acquired similar skills or qualifications through past work experience?

1 2 3 4 5

Comments:

Technical Experience – Does the applicant have the technical skills necessary for the position?

1 2 3 4 5

Comments:

Communication – Did the applicant display appropriate communication skills?

1 2 3 4 5

Comments:

Initiative/Motivation – Did the applicant's answers demonstrate a high degree of initiative?

1 2 3 4 5

Comments:

Teamwork/Interpersonal skills – Did the applicant demonstrate good interpersonal skills and teamwork?

1 2 3 4 5

Comments:

Applicant Evaluation Form (Page 2)

Applicant Name: _____ Position: _____

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Knowledge of company – Did the candidate display significant knowledge and interest in the company and position?

1 2 3 4 5

Comments:

Customer Service – Did the applicant display a high level of customer service skills?

1 2 3 4 5

Comments:

Attitude/Enthusiasm – Did the applicant display enthusiasm and an overall positive attitude?

1 2 3 4 5

Comments:

Overall qualifications for position – Recommended for hire to position?

_____ Yes _____ No

Comments: